



Vacancy Notice

The Forum of Federations (The Forum) is seeking to recruit a highly talented **Communications Manager** who will be responsible for messaging and marketing the Forum's brand and work to expand visibility, build awareness, target funding and engage customers through increased customer satisfaction.

BACKGROUND

The Forum of Federations (The Forum) is a non-profit, international organization based in Ottawa, Canada that develops and shares comparative expertise on the practice of federal and decentralized governance through a global network. It is funded and supported by nine federal countries and implements programs globally. With over 20 years of experience, it has become established as the leading international centre of expertise on federalism. It has a strong focus on working with practitioners in a process of mutual learning. Over time, The Forum has expanded the focus of its work from established federal countries to include countries in post-conflict situations adopting federal forms of governance and those involved in processes of devolution and decentralization. More information is available on the website: www.forumfed.org.

DESCRIPTION

Title: Communications Manager
Reporting to: Vice President, Partnerships
Status & Location: Full Time in Ottawa
Language requirements: English and French

Application Deadline: February 21, 2025, or until a suitable candidate is found

**** MUST be eligible to work in Canada ****

SCOPE OF POSITION/Opportunity detail

Reporting to the Vice President of Partnerships, the Forum's Communications Manager will be the Forum's focal point for developing and implementing the organization's communications strategy across multiple mediums and platforms to increase Forum's visibility, build brand awareness and audience growth through engaging communications and multimedia content. The individual will also support the President/CEO in promoting the work of the organization. He/she will work in collaboration with cross functional executive and program teams to align with the organization's broader marketing-communications goals including leveraging innovative digital practices to expand its audiences.

MAJOR RESPONSIBILITIES (not an exhaustive list of duties to be performed)

Planning and Execution:

- responsible for raising the Forum's visibility, building brand awareness, and audience growth through engaging communications and multi-media content.
- take the lead in producing corporate communications products, including the organization's annual report and multimedia content in collaboration with the program teams to develop marketing, communications and outreach plans, and relevant products to highlight the Forum's programs and events.
- work with the President/CEO and members of the executive team to contribute to strategies that increase Forum's brand visibility with donors and partners and deepen engagement of existing supporters.
- Oversee special projects as required, ensuring alignment with Forum's mission and communications goals.
- Contribute to the development and refinement of the Forum communications and marketing strategies by:
 - Assessing the effectiveness of communications and marketing activities to provide insight and recommendations for improvement.
 - Monitoring the external environment to ensure that the Forum's content and messaging remains innovative and effective.

Writing and Multimedia Asset Development:

- Write articles, press releases and research content with attentiveness to accuracy and political sensitivity. Summarize documents, publications and event/activity reports.
- Provide editing support by reviewing materials prepared by others.
- Provide support to digital implementation of activities, such as webinars, online training, etc.
- Experience with Wordpress for editing and Administration of the Forum's website and on-line library
- Administer and keep up to date the Forum's social media platforms (FB, Twitter/X., LinkedIn, YouTube etc.). Post articles and reports and track following to provide reports to the Forum's Management Teams.
- Develop compelling multimedia content for key target audiences (Gov't officials, advocates, donors, partners) and for various communications channels (ex. Facebook, LinkedIn, Twitter/X, YouTube).
- Design, produce and commission articles, videos, reels graphics, infographics, brochures and other multimedia materials as needed, consistent with the Forum's brand;
- Manage relationships with third-party multimedia contractors, agencies, and service providers, ensuring high-quality deliverables; Oversee Forum publications.
- Maintain databases.

Perform Other duties as required.

REQUIRED QUALIFICATIONS, EXPERIENCE AND COMPETENCIES

- At least 5 years of communications and marketing experience including with digital media, graphic design and multimedia production, preferably in a not-for-profit environment.
- Bachelor's degree in marketing, business, communications or equivalent combination of experience and education. Knowledge of governance and political systems is essential.
- Exceptional English verbal and written communication skills; and fluency in French is a must.
- Demonstrated knowledge of capacity to create targeted content and having achieved goals set by the organization or employer

Applicants must also demonstrate:

- Proficiency in oral and written communication skills, including maintaining networks with journalists and media channels.
- Capacity to write articles, press releases and research content and be attentive to accuracy and political sensitivity.
- Knowledge of fundraising principles or fundraising experience an asset.
- Excellent problem-solving and data analysis skills
- Experience in managing social media platforms, including content creation. Knowledge and capacity in graphic design, video production, and multimedia editing software (e.g. Adobe Creative Suite, Final Cut Pro, Canva) including AI-powered software is required.
- High-organizational and time management skills with ability to work collaboratively in a team, in a self-directed manner, to prioritize and manage workloads in a fast-paced environment.
- Possess excellent interpersonal communications skills and be able to work respectfully and effectively with people from diverse cultural and political contexts.
- Demonstrated ability to organize, prioritize work and manage multiple projects with high efficiency, accuracy and enthusiasm.
- Demonstrated knowledge, understanding and commitment to global justice, social change, women's rights and gender equality, equity, diversity and inclusion.
- Willingness to sign and abide by the Forum's Code of Conduct.

APPLICATION:

We thank all applicants; however, only those selected for an interview will be contacted. Candidates must fully demonstrate in their cover letter how they meet all screening criteria as described under Qualifications. Failure to do so may result in being screened out. Please indicate salary expectations with your application. Interested applicants should quote the position title and submit a one-page cover letter and resume by 21 February 2025, to jobs@forumfed.org.

Only applications from Canadian citizens and permanent residents will be considered. The position requires the incumbent to work in the Forum's office in Ottawa.

Important Note: All offers of employment are conditional upon signing our strict code of conduct, subject to satisfactory references and may be subject to appropriate screening checks. We place a high priority on ensuring that only those who share and demonstrate our values are recruited.

